



CITY OF LODI COUNCIL COMMUNICATION

AGENDATITLE: Adopt Resolution Authorizing the City Manager to Submit an Application to the California State Department of Housing and Community Development For Funding Under the CalHome Program; and to Execute the Standard Agreement, Any Amendments Thereto, and Any Related Documents Necessary to Participate in the CalHome Program.

MEETING DATE: June 16, 2010

PREPARED BY: Community Development Department

RECOMMENDED ACTION: Adopt resolution authorizing the City Manager to submit an application to the California State Department of Housing and Community Development for funding under the CalHome Program; and to execute the Standard Agreement, any amendments thereto, and any related documents necessary to participate in the CalHome program.

BACKGROUND INFORMATION: The California Department of Housing and Community Development (HCD) is responsible for administering the CalHome Program, established by Chapter 84, Statutes of 2000 (SB 1656 Alarcon), and codified in Chapter 6 (commencing with Section 50650) of Part 2 of Division 31 of the Health and Safety Code.

HCD has issued a Notice of Funding Availability (NOFA) for funding under the CalHome Program. The NOFA is for approximately \$50 million provided by the passage of Proposition 1C, the Housing and Emergency Shelter Trust Fund Act of 2006. The NOFA is to provide funding to local public agencies or nonprofit housing corporations for the following activities within the CalHome Program: 1) First-Time Homebuyer Mortgage Assistance Program; and 2) Owner-Occupied Rehabilitation Program.

The attached application (Exhibit A), due June 25th, would be specifically targeted for Owner-Occupied Housing Rehabilitation activities. While the maximum grant amount is \$1 million, the City would be required to use at least 95 percent of that funding within 36 months, or be penalized in subsequent applications for CalHome funding. Therefore, it is recommended that we consider an average of three properties a year over that 36-month period for a total of nine assisted properties. With the maximum subsidy of \$60,000 per property allowed, we are requesting a total of \$540,000 in this application.

Pursuant to CalHome Guidelines, additional points may be awarded and/or funds set-aside for program applications that target the use of CalHome funds entirely within federally defined Qualified Census Tracts for Community Revitalization and Eligible Rural. Accordingly, the proposed application would limit program activities to the following Census Tracts:

Qualified Census Tracts for Community Revitalization
44.01, 45.00

Eligible Rural Census Tracts
41.02, 44.02

APPROVED:

A handwritten signature in black ink, appearing to read "Konradt Bartlam".

Konradt Bartlam, Interim City Manager

As noted in the attached Census Tract Map (Exhibit B), the eligible Census Tracts incorporate all of Lodi's Eastside neighborhoods and any incorporated properties south of Harney Lane.

FISCAL IMPACT:

Program administration and project delivery costs incurred by the City are eligible expenses reimbursed through the grant program.

FUNDING AVAILABLE:

CalHome Program Funding through State Department of Housing and Community Development.


Jordan Ayers, Deputy City Manager
Konrad Bartlam
Community Development Director

KB/jw

Attachments

Exhibit A

CalHome Grant Application – Owner-Occupied Housing Rehabilitation

CalHome Program

Application for General Program Funding NOFA

Mortgage Assistance and/or Owner-Occupied Rehabilitation

California Department of Housing and Community Development
Financial Assistance Division
P.O. Box 952054, Sacramento, CA 94252-2054
Or
1800 3rd Street, MS 390-2
Sacramento, CA 95811
916-327-3646

This application, if approved for funding, will be a part of your Standard Agreement with the Department of Housing and Community Development (HCD). In order to be considered for funding, all sections of this application, including attachments and exhibits, must be complete and accurate. **Application forms must not be modified.** No facsimiles, incomplete applications, or application revisions will be accepted prior to, or after the application deadline. Applications must meet all eligibility requirements upon submission. Applications containing material internal inconsistencies will not be rated and ranked. Use **Exhibit A**, Attachment Checklist, as an aid in completing the application. HCD must receive in its office a complete original application in a three ring binder **no later than 5:00 P.M. Friday, June 25, 2010.**

For purpose of this NOFA, this will be a Program NOFA which will include first-time homebuyer mortgage assistance activities and owner-occupied activities. A separate CalHome Project NOFA to support the development of new homeownership housing has been released separately.

Please note: applicants are eligible to apply for both a CalHome Program Grant and/or a CalHome Project Grant. However, a property may have only one CalHome lien on it.

SECTION I. APPLICATION SUMMARY:

- A. Name of Applicant: **City of Lodi**
- B. Applicant Address: P.O. Box 3006
City: Lodi Zip Code: 95241-1910
- C. Chief Executive Name and Title: Konradt Bartlam, Interim City Manager
- D. Contact Person Name and Title: Joseph Wood, Neighborhood Services Manager
- E. Phone Number: 209-333-6711 FAX: 209-333-6842 E-Mail: jwood@lodi.gov
- F. Proposed Activity: Owner-Occupied Housing Rehabilitation

You may apply for one or two program activities, the aggregate amount of both activities may not exceed the maximum application amount, and the amount for any one activity may not be less than the minimum activity amount, as specified in the NOFA. The maximum amount is \$1 Million for most jurisdictions or \$1.5 Million for High Population Areas. Only apply for the amount that you know you can use. Recipients who do not use at least 95% of their funds will be penalized in future funding rounds for not meeting performance goals. Localities shall only be eligible to apply for an award of CalHome funds for a local program within its jurisdictional boundaries. A nonprofit corporation may propose programs in a county or counties in which they have operated a housing program within the past 4 years, or in a county or counties for which the nonprofit corporation has an existing 523 technical assistance services agreement with the United States Department of Agriculture.

Activity: Submit Appropriate Attachment Number	No.of CalHome Assisted Units Proposed	County or Counties of Activity	Census Tracts if Proposing 100% Rural Activity*
1. FTHB Mortgage Assistance Program			
2.Owner-Occupied Rehabilitation Program	9	San Joaquin	41.02, 44.02
Total	9		

* If your activity is located entirely within a rural census tract or non-metro county as defined in the CalHome Program Regulations and you want to receive consideration for the rural set-aside, you must provide the census tract or tracts or list the non-metro county information in the table above. If the proposed area is rural, applicants must indicate census tract numbers in order to receive consideration under the rural set-aside. Programs in rural census tracts must document that their program is located in a rural area. Follow the steps outlined below to determine if your proposed program is located in a rural area, and to document this rural area status. Programs located in the following counties do not have to provide documentation of their rural status, and will be considered rural applicants:

Alpine, Amador, Calaveras, Colusa, Del Norte, Glenn, Humboldt, Inyo, Lake, Lassen, Mariposa, Mendocino, Modoc, Mono, Nevada, Plumas, Sierra, Siskiyou, Tehama, Trinity and Tuolumne.

If your site is not located within one of the listed counties, below are two alternate ways to qualify:

Alternative 1: Rural Housing Services (RHS) Eligible Area – With an established address, go to the USDA Rural Development website to qualify if the site is RHS-eligible: <http://www.rurdev.usda.gov/rhs/>.

Once on the website, look to the right hand side of this page and click on "Income and Property Eligibility". On the page that follows, under "Property Eligibility", click on your program type (single family) and follow the instructions so that you may enter your program address. If your program is RHS-eligible, you will be able to print a map indicating that the program is eligible. Submit this documentation with your application.

If your program is not listed as RHS eligible, or if you do not yet have a site address, go to Step 2.

Alternative 2, Step 1: Small City Status - Is your program located within or adjoining a city with a population of 40,000 or less that is not part of a Census-designated urbanized area?

Go to the State Department of Finance website to verify the city's population estimate:

<http://www.dof.ca.gov/HTML/DEMOGRAP/ReportsPapers/Estimates/E1/E-1text.asp> .

If the city has a population of 40,000 or less, print the page of Table E-1 which indicates this, and go to Step 3. If the city is more than 40,000, STOP. Your program may not be located in a rural area. Proceed to Step 2 to confirm if your area is rural or not.

Step 2: Census Map - If the proposed program is located in an incorporated city of 40,000 or less, or in the unincorporated area adjoining that small city, the program may be considered rural if the program's census tract is not designated "as an urbanized area" or "part of an urbanized area."

a) Go to the Census Bureau's 2000 Census website at: <http://www.census.gov/main/www/cen2000.html>

b) Under "Access Data by Geography" select the "street address" link (regardless of whether the program has an established address).

c) On the subsequent screen, enter the program's address or that of another nearby property located within the same census tract (as close to the program as possible). Select "Go" and additional information will display at the bottom of the page.

d) Select "Census Tract" in the Geographies section of the enhanced screen and select "Map It."

e) Print the census tract map provided and your jurisdiction's population estimate from Table E-1, (see Step 1 above), and submit these two documents with the application. The map may show the census tract as "urban" according to the legend provided with the map. However, the census tract will only be considered urban if the map includes bold face type with a "UA" designation. If the map includes no such designation, or shows the census tract as urban but has a "UC" designation, the census tract is still considered rural.

If you tried all three of these alternatives and the end result shows that your program is not classified as rural, but you believe that it should be considered rural, or if you have other questions, problems, or concerns in determining rural designation pursuant to the above process, please contact Christina DiFrancesco at (916) 322-0918.

G. Proposed Grant Amount:

*\$540,000

* If the grant request is over \$1,000,000 (up to \$1,500,000), the city, county or nonprofit will need to provide the following: The name of the city or unincorporated areas of counties with a population of over 400,000. If a County operates their programs in the small cities within the county as well as the unincorporated areas, we will allow the aggregate population of the unincorporated areas plus these small cities to be combined for determining the maximum award amount only where we have letters/resolutions from the included small cities verifying the County's authority to operate with the cities. A list of cities and unincorporated areas of counties in California with population over 400,000 is included in this application labeled **Exhibit D**. Please provide the required documentation as **Attachment 3**.

H. Brief Description of Each Program Activity Applied for:

CalHome funds would be used to provide second mortgages to facilitate housing rehabilitation of qualified owner-occupied residential units within .

SECTION II. LEGISLATIVE REPRESENTATIVES:

A form is included in this application labeled **Exhibit B**. Please complete the information on this form and attach as **Attachment 5**.

SECTION III. GOVERNING BOARD RESOLUTION:

Attach the resolution, duly executed by the governing board of the local public agency or nonprofit corporation, granting authority to make an application to HCD for a funding commitment from the CalHome Program. Label as **Attachment 6** Governing Board Resolution. Please review the sample resolution which is included in this application package as **Exhibit C**. Be sure that the resolution authorizes a signatory for submittal of this application and the resolution is an action of the governing body of the applicant. If someone signs the application other than the person authorized in the resolution, submit evidence that shows that the person signing has the authorization to sign. Such evidence could be in the

form of an ordinance or code, or an opinion from the applicant's legal counsel. Include such authorization with **Attachment 6**.

SECTION IV. APPLICANT INFORMATION:

A. The applicant is a (check one): ☒ City ☐ County ☐ City and County ☐ Nonprofit Corporation

1. If a Nonprofit Corporation, Submit copies of:

IRS approval of 501(c) (3) status: as **Attachment 7a**

Secretary of State Letter of Good Standing: as **Attachment 7b**

Articles of Incorporation: as **Attachment 7c**

Bylaws: as **Attachment 7d**

List of names of Board of Directors as **Attachment 7e**

Financial Statements (for the last 2 fiscal years, one of which must be must be audited): as **Attachment 7f**

SECTION V. ACTIVITY ATTACHMENT:

Applicants must complete at least one attachment:

Attachment 1, First-Time Homebuyer Mortgage Assistance, or
Attachment 2, Owner-Occupied Rehabilitation Program

These attachments are part of this application. At least one must be completed and must be included or the application will not be complete and will be ineligible for funding consideration.

SECTION VI. APPLICANT CERTIFICATION AND COMMITMENT OF RESPONSIBILITY:

As the official designated by the governing body, I hereby certify that if approved by HCD for a CalHome Program funding allocation, the **City of Lodi** assumes the responsibilities specified in the CalHome Program Regulations and certifies that:

- A. It possesses the legal authority to apply for the allocation and to execute their proposed program or project;
- B. Before committing funds to a homebuyer/homeowner, it will evaluate the funding eligibility in accordance with CalHome Program Regulations and will not invest any more CalHome funds in combination with other governmental assistance than is necessary to provide affordable housing;
- C. The Applicant **does not** have any unresolved audit findings for prior HCD or federally-funded housing or community development projects or programs.
- D. There are **no** pending lawsuits that would impact the implementation of this program or project.
- E. It will comply with all statutes and regulations governing the CalHome Program.
- F. The information, statements, and attachments contained in this application are, to the best of my knowledge and belief, true and correct.
- G. It has the ability to perform the duties for the activity(s) applied for in accordance with Section 7718 of the CalHome Program Regulations.

I authorize the Department of Housing and Community Development to contact any agency, whether or not named in this application, which may assist in determining the capability of the Applicant. All information contained in this application is acknowledged to be public information. (This certification must be signed by the person authorized in the Resolution)

*Signature: _____ Title: Interim City Manager

Type Name: Konradt Bartlam

Date: _____

*Must be signed by authorized signatory per the resolution.

EXHIBIT A

Attachment Checklist

Please tab each attachment required by the application and place the attachments behind the completed application in a three ring binder according to the corresponding number listed below.

Check if Included	Att. No.	Attachment Title
	1	Program: First-time Homebuyer Mortgage Assistance Program
	2	Program: Owner-Occupied Rehabilitation Program
	3	Documentation regarding population over 400,000 for requesting funds over \$1,000,000 (up to \$1,500,000)
	4	Additional Documentation
	5	Legislative List
	6	Copy of Resolution authorizing this application. As a time-saver, the Resolution may also authorize execution of the contract and other documents needed to process a loan
	Bonus-A	Green Build Self Certification
	Bonus-B	Universal Design Standards
		Nonprofit corporations must provide the following information:
	7a	IRS approval of 501(c)(3) status
	7b	Copy of current certification of 501(c)(3) status with Secretary of State that is less than one year old
	7c	Copy of Articles of Incorporation
	7d	Copy of Bylaws
	7e	List of officers and Board of governing body of Applicant
	7f	Financial Statements (one of the last 2 years must be audited)

Exhibit B

LEGISLATIVE REPRESENTATIVES

Indicate all Legislators who represent any portion of the proposed service area. If you have vacancies in your legislative seats, please list your district number and district address.

A. Members of the State Assembly:

District number: **10**

Name: Alyson Huber
District
Address: 218 W. Pine Street
City: Lodi
Zip Code: 95240

District number: **26**

Name: Bill Berryhill
District
Address: 4557 Quail Lakes Drive, C-3
City: Stockton
Zip Code: 95207

B. Members of the State Senate:

District number: **14**

Name: Dave Cogdill
District
Address: 1308 W. Main Street – Suite C
City: Ripon
Zip Code: 95366

District number: _____

Name: _____
District _____
Address: _____
City: _____
Zip Code: _____

C. Members of the U.S. House of Representatives:

District number: **11**

Name: Jerry McNerney
District
Address: 2222 Grand Canal Blvd #7
City: Stockton
Zip Code: 95207

District number: _____

Name: _____
District _____
Address: _____
City: _____
Zip Code: _____

EXHIBIT C

RESOLUTION NO. 2010-_____

A RESOLUTION OF THE LODI CITY COUNCIL AUTHORIZING THE CITY MANAGER TO SUBMIT AN APPLICATION TO THE STATE OF CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR FUNDING UNDER THE CALHOME PROGRAM; AND TO EXECUTE A STANDARD AGREEMENT, ANY AMENDMENTS THERETO, AND ANY RELATED DOCUMENTS NECESSARY TO PARTICIPATE IN THE CALHOME PROGRAM

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WHEREAS, the City of Lodi, a municipal corporation, wishes to submit an application to the California Department of Housing and Community Development (HCD) for an allocation of funds through the CalHome Program in the amount of \$540,000; and

WHEREAS, HCD has issued a Notice of Funding Availability (NOFA) for the CalHome program established by Chapter 84, Statutes of 2000 (SB 1656 Alarcon), and codified in Chapter 6 (commencing with Section 50650) of Part 2 of Division 31 of the Health and Safety Code (the "statute"). Pursuant to the statute, HCD is authorized to approve funding allocations utilizing monies made available by the State Legislature to the CalHome program, subject to the terms and conditions of the statute and the CalHome Program Regulations adopted by HCD in April 2004.

NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby authorize an application to HCD to participate in the CalHome Program in response to the NOFA issued on April 19, 2010, which will request a funding allocation in the amount of \$540,000 for the following activities:

- CalHome funds would be used to provide second mortgages to facilitate housing rehabilitation of qualified owner-occupied residential units located within the Lodi city limits.

BE IT FURTHER RESOLVED, if the application for funding is approved, the City of Lodi hereby agrees to use the CalHome funds for eligible activities in the manner presented in the application as approved by HCD and in accordance with program regulations cited above, and the City Manager shall be authorized to execute any and all other instruments necessary or required by HCD for participation in the CalHome Program.

Dated: June 16, 2010

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I hereby certify that Resolution No. 2010-_____ was passed and adopted by the Lodi City Council in a regular meeting held June 16, 2010, by the following vote:

AYES: COUNCIL MEMBERS –
NOES: COUNCIL MEMBERS –
ABSENT: COUNCIL MEMBERS –
ABSTAIN: COUNCIL MEMBERS –

RANDI JOHL
City Clerk

2010-_____

DRAFT

EXHIBIT D

Cities and unincorporated areas of counties in California with population over 400,000.

• City of Los Angeles	3,864,400
• City of San Diego	1,275,100
• Unincorporated Los Angeles County	1,048,600
• City of San Jose	925,000
• City and County of San Francisco	791,600
• Unincorporated Sacramento County	616,700
• City of Long Beach	481,000
• Unincorporated Riverside County	465,800
• Unincorporated San Diego County	458,500
• City of Fresno	448,500
• City of Sacramento	433,400
• City of Oakland	412,200

In our current NOFA, these jurisdictions will be able to apply for an aggregate maximum award of \$1,500,000.

Regarding the situation where the County operates their programs in the small cities within the county as well as the unincorporated areas, we would allow the aggregate population of the unincorporated areas plus these small cities to be combined for determining the maximum award amount only where we have letters/resolutions from the included small cities verifying the County's authority to operate within the cities.

CalHome Program Application

Attachment 1

First-Time Homebuyer Mortgage Assistance Program

This Application form is for homebuyer mortgage assistance to first-time homebuyers of new or existing homes, or for purchase of existing homes to be rehabilitated by the homebuyer. An applicant may only apply for funds under this attachment when it will be providing the services required in Section 7729 of the program regulations.

SECTION I. APPLICANT INFORMATION

Name: _____

SECTION II. FIRST-TIME HOMEBUYER PROGRAM EXPERIENCE

- A. Provide the following information for each year of first-time homebuyer program operation for 12 consecutive months, by calendar year. Applicant organizations should only list those homebuyer units for which they provided the mortgage assistance services.

YEAR	PERMANENT FINANCING FUNDING SOURCE(S)	NO. OF PURCHASE ESCROWS UNDERWRITTEN AND CLOSED	AVERAGE AMOUNT OF ASSISTANCE PROVIDED PER BUYER
2009			
2008			
2007			
2006			
2005			
2004			
2003			
2002			
2001			
2000			

- B. For years 2006 through 2009, provide a narrative of applicant's history and experience with the proposed activity, including evidence of program operation for each year listed: e.g., board resolution authorizing the program; award letters; program financial pages from annual audit, annual reports or other evidence that will demonstrate program operation. **(Attach as Exhibit 1-1)**

SECTION III. LOAN UNDERWRITING EXPERIENCE

- A. For the years 2006 through 2009, the total number of homebuyer loans applicant has underwritten and closed, which included preparation of loan documents and escrow instructions.

SECTION IV. LOAN SERVICING EXPERIENCE

- A. For the years 2006 through 2009, the total number of homebuyer loans closed for which the applicant was the named beneficiary on the loan documents.

- B. As of the CalHome NOFA issuance date, the total number of homeowner loans in the applicant's portfolio.

- C. Number of loans identified in B. above that are being directly serviced by the applicant.

- D. Number of loans identified in B. above that are being serviced by a third party.

- E. As of the CalHome NOFA issuance date, the total number of homebuyer loans the applicant is servicing for another entity.

- F. If there are zero loans identified in C, D **and** E, submit a narrative identifying how loans will be serviced, how the servicing activities will be funded or provided and the procedures for implementing loan servicing operations. **In addition** to the narrative, attach either: 1) a budget that provides an identified source of financing, for a period of at least 5 years, for contracting loan servicing with a third party who is in the business of loan servicing; 2) a commitment letter from a third party, who is in the business of loan servicing, willing to provide loan servicing at no cost to the applicant; or 3) the résumé of a current employee(s) of the applicant that describes the employee(s)'s experience in homeowner loan servicing. **(Attach as Exhibit 1-2)**

SECTION V. PROGRAM TARGETING

- A. Number of homebuyers to be assisted with this application for CalHome funds

- B. Program will be operated **entirely within a federally defined Qualified Census Tract(s) located in Appendix B in the training manual** (ONLY MARK YES IF ALL HOMES TO BE ASSISTED WITH CALHOME FUNDS SHALL BE LOCATED IN THE AREA(S) IDENTIFIED HERE):

Yes _____ No _____

Federally defined Qualified Census tract(s) No. _____

- C. Program will be operated **entirely within a designated redevelopment area under the jurisdiction of a local Redevelopment Agency** (ONLY MARK YES IF ALL HOMES TO BE ASSISTED WITH CALHOME FUNDS SHALL BE LOCATED IN THE AREA(S) IDENTIFIED HERE):

Yes _____ No _____

Attach a redevelopment area map and indicate program location on the map. **(Attach as Exhibit 1-3)**

D. Nonprofit corporations must list the county or counties in which the program will be operated.
county/counties _____

E. Provide the data source used to project median sales price:

SECTION VI. FINANCING AND AFFORDABILITY

A. Proposed Permanent Financing (other than CalHome) (check all that apply):

☐ Conventional ☐ FHA ☐ CalHFA ☐ USDA-Rural Development
☐ Federal HOME ☐ Redevelopment Agency ☐ Other

Describe the financing structure, first mortgage and any subordinate financing in addition to CalHome that will finance the purchase of the properties.

Source of Financing	Proposed Lien Position

B. Projected Average Housing Cost and Affordability:

1. Expected Average Sales Price, Less Homebuyer Equity: \$ _____
2. Less Average CalHome Mortgage Assistance to be given: \$ _____
3. Less Average Other Mortgage Assistance to be received, if any: \$ _____
4. Average First Mortgage: \$ _____
5. Estimated Monthly Payment on First Mortgage (PITI): \$ _____
6. Annual Income Needed to Support above Payment
(Based on the homebuyer paying 30% of gross annual income for PITI) \$ _____

SECTION VII. CONTRIBUTED LABOR PROGRAMS – Self-Help, Volunteer Labor and Youth Construction Training Labor.

Important Note: Only complete this section, if the applicant meets the two-year minimum experience requirement for operation of a program, a minimum of 500 hours of onsite contributed construction labor per assisted unit must be provided, and that financed purchase of homes involving this type of construction or developed homes involving this type of construction and the entire program will be restricted to units involving this type of construction.

A. Check if project involves any of the following types of contributed onsite construction labor:

1. Self-Help labor: Yes _____ No _____
No. of hours of guaranteed self-help onsite construction labor per unit: _____ hrs
2. Volunteer labor: Yes _____ No _____

No. of hours of guaranteed volunteer onsite construction labor per unit: _____ hrs

3. A youth construction skills training program: Yes _____ No _____

Name of program: _____

No. of hours of guaranteed youth construction training onsite construction labor per unit, provided by participants age 16 to 24 years old only: _____ hrs

4. **If the answer to A. 1, 2 or 3 above is yes**, indicate the minimum number of onsite construction labor hours per unit to be provided by the homebuyer: ____ hrs

- B. Describe the criteria for participation in your contributed labor program. **(Attach as Exhibit 1-4)**
- C. Attach a copy of the agreement form used for the contributed labor program. **(Attach as Exhibit 1-4a)**
- D. Provide description of activities performed by contributed labor participants. **(Attach as Exhibit 1-4b)**
- E. Provide description of activities normally contracted out. **(Attach as Exhibit 1-4c)**
- F. What percentage of total onsite construction labor per unit will be performed by contributed labor: _____%

Please provide evidence of previous administration of the type of contributed labor program proposed in this application. This could include, but not be limited to, the nonprofit corporation charter or a copy of the board resolution authorizing the program supported by documentation of completed projects; or copies of contracts with contributed labor participants. **(Attach as Exhibit 1-4d)**

SECTION VIII . HOMEBUYER EDUCATION

- A. Does the applicant currently provide homebuyer education classes?
Yes _____ No _____

If not, describe arrangements for providing homebuyer education in Attachment 4-Additional Documentation.

SECTION IX. BONUS POINTS FOR NEW POLICY OBJECTIVES MORTGAGE ASSISTANCE ACTIVITIES ONLY

- A. **Targeting energy efficient homeownership:** Bonus points will be given in the scoring of this application for applicants that use their mortgage assistance loans exclusively for transactions where the units purchased are energy efficient. The Department is encouraging the use of Green Building features. Applicants will self certify their activity on Form 3A and confirm that items 2, 3, 4, 5, 6, 7, 10, 11, 12, & 13 are included in the units to be constructed, **and** that at least two of the remaining items (1,8 & 9) will also be included in the units to be constructed. **(Attach as Bonus Exhibit A)**

Yes _____ No _____

B. Targeting homeownership units that meet universal design standards:

Bonus points will be given in the scoring of this application for applicants that use their mortgage assistance loans exclusively for home purchase transactions where the units purchased are developed by meeting the following universal design standards:

- Provide at least one no-step entrance with beveled threshold. This may be at the front, side or back of the unit.
- Make doorways throughout the unit at least 32 inches wide and hallways at least 36 inches clear width.
- Reinforce walls around the toilet, bathtub and shower stall in order that grab bars may be added at a later time, if needed.
- Install light switches and electrical controls no higher than 48 inches and electrical plugs no lower than 15 inches above the floor.
- Install lever handles on all doors and plumbing fixtures.
- **(Attach as Bonus Exhibit B)**

Yes _____ No _____

Green Building Self-Certification Check List Form 3A

The Department is encouraging the use of Green Building features. A new bonus category has been added to this NOFA to reward developers that use energy efficient products that will enhance new units. Therefore, this new bonus opportunity has been developed and included in this NOFA. Applicants must self certify that items 2, 3, 4, 5, 6, 7, 10, 11, 12, & 13 are included in the units to be constructed, **and** that at least two of the remaining items (1, 8 & 9) will also be included in the units to be constructed.

Additionally, appliances that are customarily provided with the units, such as hot water heaters and dishwashers, or heating/cooling systems, should all meet the ENERGY STAR® standards.

	Current Requirement	Applicant Certification Check Off Column
Site		
1. Use plant and tree species that require low water use in sufficient quantities and install irrigation system using only low-flow drip, bubblers, or low-flow sprinklers.	Two of three of items #1, 8, or 9 must be met for Bonus Consideration	
Materials and Resources		
2. Use engineered lumber a. Beams and Headers b. Wood I-Joists or web trusses for floors and ceilings	Essential for Bonus Consideration	
3. Use Oriented Strand Board (OSB) a. Floor, Wall and Roof sheathing.	Essential for Bonus Consideration	
4. Provide effective air sealing. a. Seal sole plates. b. Seal exterior penetrations at plumbing, electrical and other penetrations. c. Seal top plate penetrations at plumbing, electrical, cable and other penetrations. d. Weather-strip doors and attic access openings. e. Seal penetrations in interior equipment closets and rooms. f. Seal around bathtub drain penetrations in raised floors.	Essential for Bonus Consideration	
5. Install and flash windows in compliance with window installation protocols.	Essential for Bonus Consideration	
6. Exterior Doors a. Insulated or solid core. b. Flush, paint or stain grade shall be metal clad or have hardwood faces. c. Factory primed on six sides with a one year warranty.	Essential for Bonus Consideration	
7. Select durable non-combustible roofing materials which carry a three-year contractor installation guarantee.	Essential for Bonus Consideration	
Energy Efficiency		
8. Install ENERGY STAR® Ceiling Fans in living areas and all bedrooms; install a whole house fan with insulated louvers; or install an economizer.	Two of three of items #1, 8, or 9 must be met for Bonus Consideration	

9. Install ENERGY STAR® appliances in each unit, including but not limited to; a. Dishwashers b. Refrigerators c. Clothes washers	Two of three of items #1, 8, or 9 must be met for Bonus Consideration	
10. Install gas storage water heater with an Energy Factor (EF) of 0.62 or greater and a capacity of at least 30 gallons for one- and two-bedroom units and 40 gallons for three-bedroom units or larger.	Essential for Bonus Consideration	
Water Efficiency		
11. Use water saving fixtures or flow restrictors. a. Kitchen and Service Areas < 2 gallons per minute (gpm). b. Bathroom Sinks < = 1.5 gallons per minute (gpm). c. Showers and Bathtubs < = 2.5 gallons per minute (gpm).	Essential for Bonus Consideration	
Indoor Environmental Quality		
12. Use Low-VOC paint and stain. a. Flat interior wall/ceiling paints & stains < 50gpl VOCs. b. Non-flat wall/ceiling paints & stains <150gpl VOCs.	Essential for Bonus Consideration	
13. Floor coverings a. Light and medium traffic areas shall have vinyl or linoleum at least 3/32" in thickness. b. Heavy traffic areas shall have vinyl or linoleum at least 1/8" in thickness. c. Carpet shall comply with U.S. Department of Housing and Urban Development/Federal Housing Administration UM 44C, or alternatively, cork, bamboo, linoleum, or hardwood floors shall be provided in all other floor areas.	Essential for Bonus Consideration	

CalHome Program Application

Attachment II Owner-Occupied Rehabilitation Program

This Application form is for rehabilitation of owner-occupied homes. An applicant may only apply for funds under this attachment when it will be providing the services required in Section 7733 and Section 7735 of the program regulations.

SECTION I. APPLICANT INFORMATION

Name: City of Lodi

SECTION II. OWNER-OCCUPIED REHABILITATION PROGRAM EXPERIENCE

- A. Provide the following information for each year of owner-occupied rehabilitation program operation for 12 consecutive months, by calendar year. Applicant organizations should only list those rehabilitated units for which they provided the rehabilitation services including loan underwriting and escrow closing.

YEAR	FUNDING SOURCE(S)	NO. OF HOME REHABILITATIONS COMPLETED	NO. OF ESCROWS CLOSED BY APPLICANT ORGANIZATION	AVERAGE AMOUNT OF ASSISTANCE PROVIDED PER OWNER
2009				
2008				
2007				
2006				
2005				
2004				
2003				
2002				
2001				
2000				

- B. For years 2006 through 2009, provide a narrative of applicant's history and experience with the proposed activity, including evidence of program operation for each year listed: e.g., board resolution authorizing the program; award letters; program financial pages from annual audit, annual reports or other evidence that will demonstrate program operation. **(Attach as Exhibit 2-1)**

SECTION III. LOAN UNDERWRITING EXPERIENCE

- A. For the years 2006 through 2009, the total number of homeowner rehabilitation loans applicant has underwritten and closed, which included preparation of loan documents and 0 escrow instructions. # _____

SECTION IV. LOAN SERVICING EXPERIENCE

- A. For the years 2006 through 2009, the total number of all types of homeowner rehabilitation loans closed for which the applicant was the named beneficiary on the loan documents. # 0
- B. As of the CalHome NOFA issuance date, the total number of homeowner rehabilitation loans in the applicant's portfolio. # 8
- C. Number of loans identified in B. above that are being directly serviced by the applicant. # 0
- D. Number of loans identified in B. above that are being serviced by a third party. # 8
- E. As of the CalHome NOFA issuance date, the total number of homeowner loans the applicant is servicing for another entity. # 0
- F. If there are zero loans identified in C, D **and** E, submit a narrative identifying how loans will be serviced, how the servicing activities will be funded or provided and the procedures for implementing loan servicing operations. **In addition** to the narrative, attach either: 1) a budget that provides an identified source of financing, for a period of at least 5 years, for contracting loan servicing with a third party who is in the business of loan servicing; 2) a commitment letter from a third party, who is in the business of loan servicing, willing to provide loan servicing at no cost to the applicant; or 3) the résumé of a current employee(s) of the applicant that describes the employee(s)'s experience in homeowner loan servicing. **(Attach as Exhibit 2-2)**

SECTION V. PROGRAM TARGETING

- A. Number of homeowners to be assisted with this application for CalHome funds 9 _____
- B. Program will be operated **entirely within a federally defined Qualified Census Tract(s)** (ONLY MARK YES IF ALL HOMES TO BE ASSISTED WITH CALHOME FUNDS SHALL BE LOCATED IN THE AREA(S) IDENTIFIED HERE):
Yes **X** No _____
Federally defined Qualified Census tract(s) No. 44.01, 45.00
- C. Program will be operated **entirely within a designated redevelopment area under the jurisdiction of a local Redevelopment Agency** (ONLY MARK YES IF ALL HOMES TO BE ASSISTED WITH CALHOME FUNDS SHALL BE LOCATED IN THE AREA(S) IDENTIFIED HERE):
Yes _____ No **X**
Attach a redevelopment area map and indicate program location on the map. **(Attach as Exhibit 2-3)**
- D. Nonprofit corporations must list the county or counties in which the program will be operated.
County/counties _____

SECTION VII. FINANCING

A. Proposed Financing (other than CalHome) (check all that apply):

☒ Federal HOME ☐ Redevelopment Agency ☐ Other

Describe the financing structure for any subordinate financing to be provided in addition to the CalHome loan. Do not list the CalHome loan:

Source of Financing	Proposed Lien Position*
State/Federal HOME funds	3rd

***Note: Assume the existence of a first mortgage.**

Exhibit 2-1 Overall Housing Rehab Experience

YEAR	FUNDING SOURCE(S)	NO. OF HOME REHABILITATIONS COMPLETED	NO. OF ESCROWS CLOSED BY APPLICANT ORGANIZATION	AVERAGE AMOUNT OF ASSISTANCE PROVIDED PER OWNER
2009				
2008				
2007	CDBG	1		\$11,589
2006				
2005	CDBG	1		\$32,048
	HOME	1		\$153,740
2004				
2003				
2002	CDBG	2		\$55,940
	HOME	1		\$90,088
2001	CDBG	4	0	\$31,659
	HOME	3	0	\$61,370
2000	CDBG	3	0	\$46,174

These Rehab Projects were completed through the City of Lodi's Housing Assistance Program, which was funded through the Urban County Community Development Block Grant Program and administered by San Joaquin County for the City of Lodi. While the application and underwriting processes were carried out by San Joaquin County Community Development (SJC) staff, the individual properties were inspected and evaluated by City of Lodi Housing Program staff, with reports and recommendations made back to SJC staff on how to proceed with what to include on rehab work write-ups.

Housing Rehab activities have dropped off considerably in recent years due to the dramatic drop in residential property values. The City of Lodi has also separated from the Urban County and has established as an Entitlement for CDBG funds from HUD.

Exhibit 2-2

- Submit a narrative identifying how loans will be serviced, how the servicing activities will be funded or provided and the procedures for implementing loan servicing operations.
 - The City of Lodi currently contracts with Pacific Municipal Consultants (PMC) for professional staffing services to administer our Community Development Block Grant (CDBG) Program. PMC's Program Administrator for Lodi happens to have an extensive background in underwriting and servicing housing assistance loan programs and will be responsible for overseeing and assisting City of Lodi staff with the underwriting and loan servicing processes for the proposed CalHome-funded Owner-Occupied Housing Rehab Loan Program in Lodi.
 - PMC's contract with the City of Lodi is funded through the CDBG Program. Through the City of Lodi's 2009-2013 Consolidated Plan, continued CDBG funding for Program Administration, which includes HOME-funded activities, is clearly identified as a goal "to address the needs of target income residents", thereby committing funding for the administration and support of this proposed Rehab Loan Program.
 - In support of PMC's extensive background in this activity, they have provided the following data regarding loans underwritten and serviced:
 - *Awaiting data from PMC.*

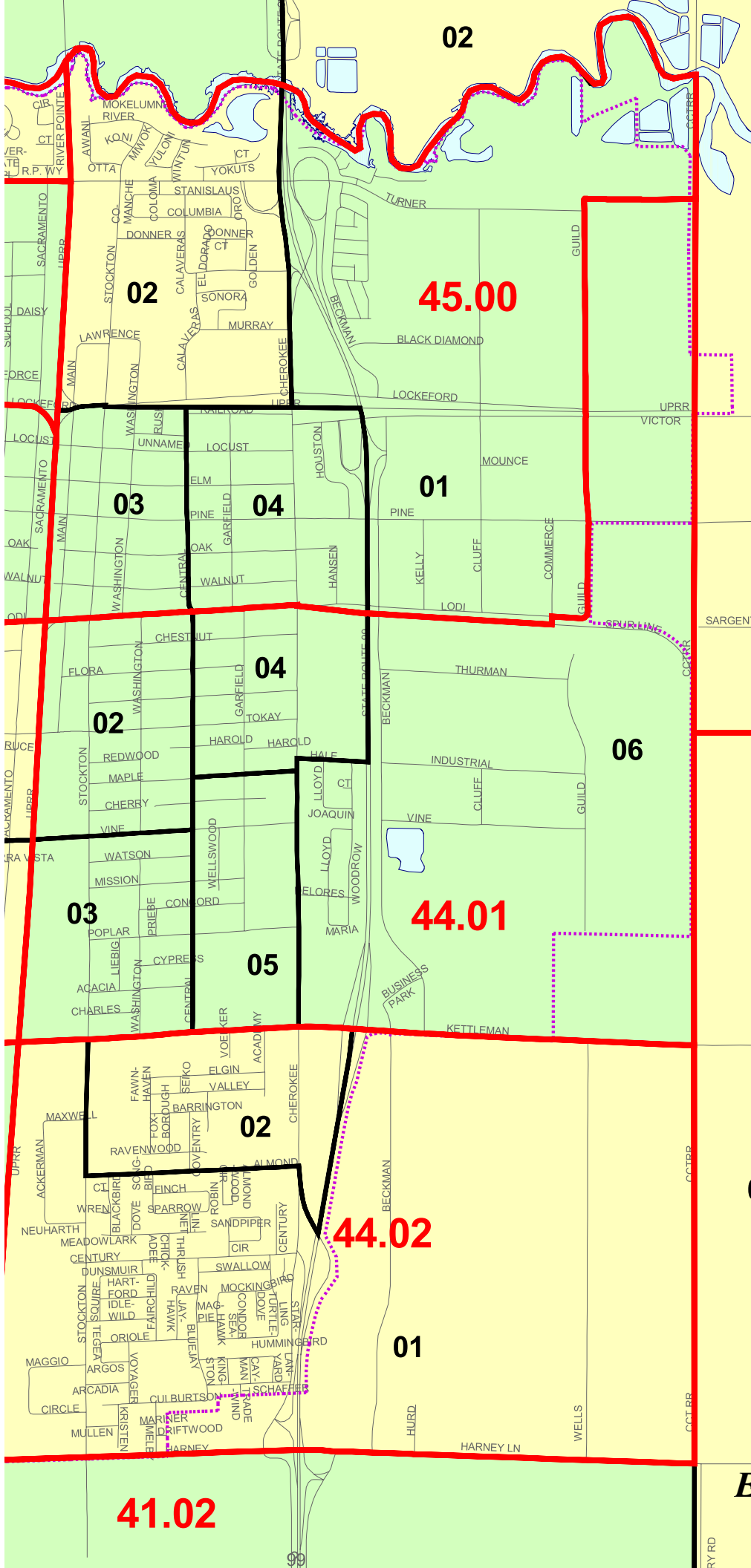


EXHIBIT B

RESOLUTION NO. 2010-95

A RESOLUTION OF THE LODI CITY COUNCIL AUTHORIZING THE CITY
MANAGER TO SUBMIT AN APPLICATION TO THE STATE OF CALIFORNIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR FUNDING
UNDER THE CALHOME PROGRAM; AND TO EXECUTE A STANDARD
AGREEMENT, ANY AMENDMENTS THERETO, AND ANY RELATED
DOCUMENTS NECESSARY TO PARTICIPATE IN THE CALHOME PROGRAM

WHEREAS, the City of Lodi, a municipal corporation, wishes to submit an application to the California Department of Housing and Community Development (HCD) for an allocation of funds through the CalHome Program in the amount of \$540,000; and

WHEREAS, HCD has issued a Notice of Funding Availability (NOFA) for the CalHome program established by Chapter 84, Statutes of 2000 (SB 1656 Alarcon), and codified in Chapter 6 (commencing with Section 50650) of Part 2 of Division 31 of the Health and Safety Code (the "statute"). Pursuant to the statute, HCD is authorized to approve funding allocations utilizing monies made available by the State Legislature to the CalHome program, subject to the terms and conditions of the statute and the CalHome Program Regulations adopted by HCD in April 2004.

NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby authorize an application to HCD to participate in the CalHome Program in response to the NOFA issued on April 19, 2010, which will request a funding allocation in the amount of \$540,000 for the following activities:

- CalHome funds would be used to provide second mortgages to facilitate housing rehabilitation of qualified owner-occupied residential units located within the Lodi city limits.

BE IT FURTHER RESOLVED, if the application for funding is approved, the City of Lodi hereby agrees to use the CalHome funds for eligible activities in the manner presented in the application as approved by HCD and in accordance with program regulations cited above, and the City Manager shall be authorized to execute any and all other instruments necessary or required by HCD for participation in the CalHome Program.

Dated: June 16, 2010


I hereby certify that Resolution No. 2010-95 was passed and adopted by the Lodi City Council in a regular meeting held June 16, 2010, by the following vote:

AYES: COUNCIL MEMBERS – Hansen, Hitchcock, Johnson, and Mounce

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – Mayor Katzakian

ABSTAIN: COUNCIL MEMBERS – None


RANDI JOHL
City Clerk